

## **Preventing the Spread of Infection in the Workplace (Quarantine, Testing and Travel)**

**Updated: February 8, 2021**

The City of Fond du Lac will continue to take proactive and necessary steps to protect our employees during the COVID-19 outbreak. We will ensure clean workplaces, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

We ask that all employees cooperate in taking steps to reduce the transmission of the virus in the workplace. The best strategy remains the most obvious – frequent handwashing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Please continue to utilize masks/face coverings and social distance when possible.

Authoritative information about the nature and spread of COVID-19 can be found here:

<https://stories.opengov.com/fonddulacwi/published/>

### **STAYING HOME WHEN ILL**

It is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea or sore throat. This list does not include all possible symptoms. An up to date list can be found here: [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

If an employee begins to exhibit any of these symptoms, they should let their supervisor know immediately and go home. The employee experiencing symptoms can call the COVID-19 Community Testing Site (1-844-225-0147) to schedule an appointment to get tested or visit the county's website for other options such as the rapid testing site at UW Oshkosh. HR will provide assistance when needed.

The rapid testing site in Oshkosh: [www.doineedacovid19test.com/Oshkosh\\_WI\\_2433.html](http://www.doineedacovid19test.com/Oshkosh_WI_2433.html)

Please be conscious of who you were in contact with as the City may need to advise those employees or others in your working area that they may have had exposure. We will not reveal the name of the symptomatic employee. The area where the symptomatic employee was working will be cleaned and disinfected.

### **REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION**

If an employee is out sick or showing symptoms of being ill, it may become necessary to request information from the employee and/or their health care provider. In general, we would request medical information to confirm the need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate to return to work. As always, we expect and appreciate employee cooperation if and when medical information is sought.

The City of Fond du Lac policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, human resources, first aid and safety personnel, and government officials as required by law.

## STEPS TO TAKE WHILE WAITING FOR A COVID-19 TEST RESULT

To help stop the spread of COVID-19, the CDC recommends taking the following steps while waiting for test results. First, stay home and monitor any health changes. Second, think about contact tracing. Would there have been any contact at work? School? Family/Friends? Third, answer the phone call from the health department and work with them and HR for next steps.

## WORKPLACE POLICY ON POSITIVE COVID-19 TESTS

If an employee tests positive for COVID-19, they must assist HR with contact tracing. HR will notify all employees working in their area that there has been a positive case. Employees who were considered to be in close contact with the positive case will be contacted directly by HR for direction for further action.

The Fond du Lac County Health Department has limited resources, so please work with HR to complete the contact tracing and return to work process.

## QUARANTINE VS ISOLATION

Quarantine is used to keep someone who was in close contact with a positive COVID-19 test away from others. This helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Those in quarantine must:

- 1) Stay home until 10 days after exposure OR
- 2) Stay home until 7 days after exposure and receive a negative test result on day 7
  - Monitor temperatures twice a day and watch for symptoms
  - Stay away from those who are considered high-risk for getting very sick from COVID-19

Isolation is used to keep someone who is sick or tested positive for COVID-19 without symptoms, away from others, even inside the home. Those in isolation must:

- Stay home until after:
  - At least 10 days since symptoms first appeared and\*
  - At least 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved

*\*If the person tested positive for COVID-19 but did not have symptoms, stay home until after 10 days have passed since the positive test.*

## TRAVEL

City of Fond du Lac employees should respect the Federal, State and Local Government travel warnings and recommendations regardless of when that warning is issued – whether prior to, during, or immediately upon return from travel. Employees should consult with and follow the recommendations of the local health department, the Wisconsin Health Services Department and the CDC. Here is a link to check on locational recommendations/requirements for travel: [www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html)

An Order is now in effect that requires a negative pre-departure COVID-19 test result for all airline passengers arriving into the United States from any foreign country. More information here:

[www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html#:~:text=If%20you%20plan%20to%20travel,test%20and%20a%20letter%20from](https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html#:~:text=If%20you%20plan%20to%20travel,test%20and%20a%20letter%20from)

The City of Fond du Lac expects employees to stay home and monitor symptoms for 7 days after return to the US. If symptom free after 7 days, employees may return to work and continue monitoring symptoms.

A quarantine due to personal, non-essential travel will not qualify for emergency paid sick leave.